

RIDGE AVENUE UNITED METHODIST CHURCH

7811 Ridge Avenue, Roxborough, Philadelphia, Pennsylvania 19128; Tel: 215-482-2653; Fax: 215-482-4043

APPLICATION FOR BUILDING (BODIEE HALL) USE

Group Name: _____

Purpose: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

Event date: _____ Time: _____

All groups must conclude use by 10:00pm

Set-up time: _____ Head count: _____

Bodiee Fellowship Hall (Maximum - 107)	<input type="checkbox"/>	(\$70/hour)
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Each group is responsible for their own set-up/clean-up of table/s/chair/s and room, all trash is to be put outside. (tables fit 8 persons) – First hour free, \$25 ea. hour after for set-up time.

Non-Refundable retainer fee: \$100 is required upon the approval of the application. This retainer will be held as a reservation for the date requested as well as to cover damages, if any, after event. All fees are due, in full, prior to or on the date of event. A statement of communication via email or phone will be provided to the group or organization 1 week prior to the date for which the facility has been reserved. **THIS IS NOT A DEPOSIT FEE.**

This application will be considered at the next scheduled meeting of the Church Council. The church facility coordinator will notify the contact of the Council's decision. Ridge Avenue United Methodist Church reserves the right to approve or disapprove any application. The decision of the Church Council is final. **THERE IS ABSOLUTELY NO ALCOHOL OR SMOKING ON THE GROUNDS OF THE CHURCH.**

Applicant signature: _____ Date: _____

Authorized by: _____ Date: _____

Please return application to: Ridge Avenue UMC, 7811 Ridge Ave., Phila., PA 19128
If you have any questions please feel free to contact **Mary Basmajian at 215-475-7849**

Updated 1/2018